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Transmittal Memorandum No. 1

TO THE HANDS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Policy governing charges for rental quarters and related facilities

1. Purpose. This Transmittal Memorandum amends paragraph 6c to provide broader and more equitable transportation allowances for civilian employees occupying Government-furnished quarters on a rental basis in locations situated at considerable distances from established communities.

2. Amendment. Paragraph 6c is amended as follows:

a. The last sentence in paragraph 6c is amended as follows:

"In no instance will the rental rate, after all adjustments, be less than 50 percent of the basic rental rate, except that the minimum will be 33 percent where the transportation deduction in accordance with the following principles exceeds \$45 a month."

b. The transportation deduction charts in paragraph 6c(1) are changed as follows:

| <u>Distance in Miles, One Way<br/>for Surface Travel</u> | <u>Maximum Monthly<br/>Deduction</u> |
|--|--------------------------------------|
| Less than 10 miles                                       | No deduction                         |
| 10 but less than 20                                      | \$15.00                              |
| 20 but less than 30                                      | \$25.00                              |
| 30 but less than 40                                      | \$35.00                              |
| 40 but less than 50                                      | \$45.00                              |
| 50 but less than 60                                      | \$55.00                              |
| 60 but less than 70                                      | \$65.00                              |
| 70 but less than 90                                      | \$80.00                              |
| 90 but less than 110                                     | \$95.00                              |
| 110 and more miles                                       | \$110.00                             |

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| <u>Elapsed Time, Round Trip</u><br><u>for Surface Travel</u> | <u>Maximum Monthly</u><br><u>Deduction</u> |
|--|--|
| Less than 2 hours  | No deduction                               |
| From 2 hrs. to less than 3 hrs.                              | \$15.00                                    |
| From 3 hrs. to less than 4 hrs.                              | \$25.00                                    |
| From 4 hrs. to less than 5 hrs.                              | \$35.00                                    |
| From 5 hrs. to less than 6 hrs.                              | \$45.00                                    |
| From 6 hrs. to less than 7 hrs.                              | \$55.00                                    |
| From 7 hrs. to less than 8 hrs.                              | \$65.00                                    |
| From 8 hrs. to less than 10 hrs.                             | \$80.00                                    |
| From 10 hrs. to less than 12 hrs.                            | \$95.00                                    |
| 12 hours and more  | \$110.00                                   |

3. Effective date. The amendment is effective immediately.

CHARLES J. ZWICK  
Director

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